

## Manual Online Reporting Instructions

1. On the [Great Iowa Treasure Hunt website](#), click [Submit a Report](#) under the **Reporting Property** dropdown menu.
2. In the **I need to create a report** section, click **Enter A Manual Report**.

The Manual Online Reporting feature is not recommended for reporting safe deposit boxes. You may view other options on the Great Iowa Treasure Hunt [Reporting Resources](#) page.

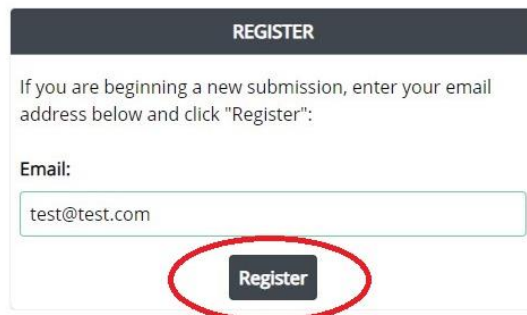


**I need to create a report**

If you do not have access to reporting software and wish to create a manual report, click the button below. Once you click the button, you will be redirected to another tab to manually enter each owner and property. [View step-by-step instructions for this process.](#)

**Enter A Manual Report**

3. Register or log in to your account with an email and its corresponding secret key.
  - First-time users must enter an email address under the **Register** section and click **Register**.



**REGISTER**

If you are beginning a new submission, enter your email address below and click "Register":

Email:

test@test.com

**Register**

- At the time of registration, the user is provided a secret key.
    - Users are highly encouraged to saving the secret key. If the secret key is forgotten, the user must reregister, which will eliminate previously saved data.
    - Click **Continue**. The user is registered.
4. On the Holder Information page, enter the holder (business reporting the unclaimed property) information. The following fields are required:
    - Holder Name
    - Holder Tax ID
    - Report Contact Name
    - Report Contact Address 1

- Report Contact City
- Report Contact State
- Report Contact Zip
- Report Contact Phone Number
- Report Year

○ Reports are filed by fiscal year. A report filed in fall 2021 will be labeled 2022.

*Note:* Checking the *HIPAA Privacy Rule* box at the bottom of the page will prevent the property type and holder name from being disclosed to the public. The user should only check this box if required to protect the privacy of personal health information.

5. Click **Save**.

\* Report Year: ?  
 2021

\* Report Type:  
 Annual Report

☐ Does this report include records that are subject to the HIPAA Privacy Rule? ?

Save

6. The user is taken to the Report Summary Page. To begin adding an owner and property, click **Create A Record**.

**REPORT SUMMARY PAGE**

**Final Review** ▶

Each 'Record' should contain an owner or owners and one property. A 'Record' is an association between owner(s) and their property.

<b>Holder Info:</b>			<b>Edit Holder</b>
Holder Name: ABC Company	Holder Tax ID: 987654321	Contact Name: test	
Contact Address 1: test	Contact City: test	Contact State: IA	
Contact Zip: 50319	Contact Phone: (999) 999-9999	Contact Email: test@test.com	
<b>Summary Record:</b>			
No. of Owners: 0	No. of Shares: 0	Amount Reported: \$0.00	
No. of Properties: 0	No. of Shares Due: 0	Amount Due: \$0.00	
No. of Tangibles: 0			

*There are currently 0 records created. To create an owner record, please click "Create A Record".*

Create A Record

7. Click **Add New Owner to Record** on the Owners page.

- An owner must be added before clicking **Add Property**.

[◀ Back To Report Summary](#)

## OWNERS

[Add Property ▶](#)

Owners on this Record: ?

Owner	Owner Name	Owner Address	Relationship Code	Edit
No owners added to this record yet				

[Add New Owner to Record](#)

\*Adds an Owner or Co-Owner to the Property. Note that most properties only have a single owner. Add a new 'Record' for each new property and its owner(s).

8. Enter all available owner information.

- The Last/Business Name field refers to the property owner, not the business submitting the report.
- It is important to enter the last known address even if it is no longer current.
- The [owner relationship code](#) refers to the relationship of the owner to the property.
- Unless the owner is unknown or an aggregate property is being entered, the owner type code will be 'All Owners except Aggregate or Unknown'.

9. Click **Save**.

10. If property has more than one owner, click **Add New Owner to Record** to add additional owner(s).

11. When all owners for a particular property have been entered, click **Add Property**.

[◀ Back To Report Summary](#)

## OWNERS

[Add Property ▶](#)

Owners on this Record: ?

Owner	Owner Name	Owner Address	Relationship Code	Edit
Primary	test		SO	<a href="#">Edit</a>

[Add New Owner to Record](#)

\*Adds an Owner or Co-Owner to the Property. Note that most properties only have a single owner. Add a new 'Record' for each new property and its owner(s).

12. Click **Add New Property** on the Property page.

[◀ Edit Owners](#)

## PROPERTY

[Go to Report Summary ▶](#)

Properties on this Record:

Property	Property Type	Amount Reported	Amount Due	No. of Shares	No. of Shares Due	Edit
No properties added to this record yet						

[Add New Property](#)

\*Adds a Property to the Owner Record

13. Select the Property Type from the dropdown menu and additional property information fields will appear.

- Starting Transaction Date refers to the date of last activity on the property.

14. Complete all applicable property information fields and click **Save**.

#### Property Information

Please enter the following information to add a property to this record

[Cancel](#) [Save](#)

\* Property Type: ?  
 AC01 - Checking Accounts

\* Starting Transaction Date: ?  
 MM DD YY

Ending Transaction Date:  
 MM DD YY

15. Click **Go to Report Summary**.

[◀ Edit Owners](#)

PROPERTY

[Go to Report Summary ▶](#)

Properties on this Record:

Property	Property Type	Amount Reported	Amount Due	No. of Shares	No. of Shares Due	Edit
1	AC01	\$1.00	\$1.00	N/A	N/A	<a href="#">Edit</a>

16. Repeat steps 6 through 15 until all owners and properties are added to the report.

17. Once all owners and properties have been added, click **Final Review**.

[Final Review ▶](#)

Each 'Record' should contain an owner or owners and one property. A 'Record' is an association between owner(s) and their property.

**Holder Info:** [Edit Holder](#)

Holder Name: test	Holder Tax ID: 987654321	Contact Name: test
Contact Address 1: test	Contact City: test	Contact State: IA
Contact Zip: 50319	Contact Phone: (999) 999-9999	Contact Email: test@test.com

18. The option to download a NAUPA file for record keeping purposes is available on the Summary page.

- This file is for record keeping only. It cannot be uploaded to the State of Iowa's Unclaimed Property website.

19. All boxes under Summary Record need to be checked to verify the totals.

20. Once all Summary Record boxes are checked, click **Submit**.

- The **Submit** button will not be available until all Summary Record boxes are checked.

Back to Report Summary

SUMMARY

Submit

You will not be able to return to edit your report once the file is submitted.

Please review your submission and check each of the boxes to confirm that the summary record reflects the records included in your submission.

By clicking "Submit" you are confirming that the information displayed below is correct and no further action is required.

*\*Optional: You may download a copy of your NAUPA file for your personal records. You will not need to submit this copy to the state.*

Download NAUPA File

Holder Info:

Holder Name: test

Holder Tax ID: 987654321

Contact Name: test

Contact Address 1: test

Contact City: test

Contact State: IA

Contact Zip: 50319

Contact Phone: (999) 999-9999

Contact Email: test@test.com

Summary Record:

☒ No. of Owners: 1

☒ No. of Properties: 1

☒ No. of Tangibles: 0

☒ No. of Shares: 0

☒ No. of Shares Due: 0

☒ Amount Reported: \$1.00

☒ Amount Due: \$1.00

- A NAUPA file download reminder will appear.
- Click **Continue with Submission**.
- An option to *Print Summary* is available and the report has been successfully submitted.
- Next, the user will need to remit. Remitting instructions are available at <https://www.greatiowatreasurehunt.gov/app/payment-instructions>.
- To return to the Begin Submission page, click **Done**. The Manual Online Reporting submission is complete.

Note: This is your last opportunity to print a summary for your records. ×

FINAL REVIEW

Done

Report Successfully Submitted For Processing

Print Summary

Your report has been submitted and will be reviewed. To complete your reporting you will need to remit now.

[View our Instructions for remitting via check or ACH/Wire.](#)

Please click "Print Summary" to retain a copy of this page for your records.

Holder Info:

Holder Name: test

Holder Tax ID: 987654321

Contact Name: test

Contact Address 1: test

Contact City: test

Contact State: IA

Contact Zip: 50319

Contact Phone: (999) 999-9999

Contact Email: test@test.com

Summary Record:

No. of Owners: 1

No. of Shares: 0

Amount Reported: \$1.00

No. of Properties: 1

No. of Shares Due: 0

Amount Due: \$1.00

No. of Tangibles: 0